

PCT-Course Guide

NUPC 1060 2025-2026 Fall/Spring Semester

NHA Order AFTER Drop Date*

Study Guide + Practice Exam; Exam AFTER student cleared to test

- **Medical Terminology Review**
 - Ch. 1 Word Parts/Terms
- **Vital Sign Ranges**
 - Adult Vital Sign Norms
 - Blood Pressure Levels
 - Respiratory Rate Ranges
 - Pediatric Ranges
 - Temperature
- **Bed Positions**
 - Use NHA Chart + Purpose Games
- **Skills Lab**
 - Blood Pressure
 - Pulse
 - Respirations
- **Cumulative Quiz**

****CHECK-OFF: VITALS****

****Place Scrub and BP Kit Orders****

- **PCT Ch. 1 Today's Healthcare**
 - Identify trends in today's healthcare
 - Discuss implications of healthcare reform for delivery of patient care
 - Identify the components of the healthcare system
 - Describe complex factors involved in the delivery of patient care
 - Identify the participants in the healthcare system
 - Pair with:
 - Ch.1 Notes
 - Chain of Command
 - Quiz

- **PCT Ch. 2 The Role of the Patient Care Technician**
 - History and role of the patient care technician
 - Role of the PCT in the healthcare environment
 - Employment Outlook
 - Credentialing Requirements/Process
 - Differences between the CNA and PCT

NHA Module 1: Basic Patient Care

- **PCT Ch. 12 Moving, Positioning, and Preventing Falls**
 - Considerations related to mobility for older adults
 - Discuss the complications of immobility
 - Demonstrate placement of patient in various positions, such as Fowler's, supine (dorsal), Sim's, side-lying, prone, dorsal recumbent, and lithotomy positions
 - Identify complications caused by inactivity
 - Describe safe and appropriate methods for the application of safety reminder devices
 - Discuss strategies that promote a restraint-free environment
 - **Physical Therapy Assistant Guest Speaker At This Time***
 - **CHECK-OFF: TRANSFERS/Gait Belt****
- **PCT Ch. 15 Measuring and Recording Vital Signs**
 - Average body temperature, pulse rate, respiratory rate, blood pressure for various age groups
 - Describe emotional and physical factors that can cause the body temp to rise or fall
 - Convert temperature readings between the Fahrenheit and Celsius scales
 - Describe pulse rate, rhythm, and volume
 - Locate and record the pulse at multiple sites
 - Specify physiologic factors that affect blood pressure
 - Measure and document blood pressure
 - Determine the patient care technician's legal and ethical responsibilities in obtaining vital signs
 - **Begin Weekly Vital Sign Check Sheets**
- **PCT Ch. 18 Bed Making and Hygiene**
 - Discuss therapeutic hospital room environment
 - Personal hygiene practices
 - Oral hygiene, eye, ear, and nose care
 - Making unoccupied/occupied bed

- Bath procedures/physicians orders
- Identify nursing interventions for prevention and treatment of pressure ulcers

****Pressure Ulcer Lab****

****Bed making Skills Lab****

****BLS CPR Certification****

****DSHS HIPAA Training****

- **PCT Ch. 11 Patient Safety**

- Identify safety precautions that help to prevent falls
- Relate specific safety considerations to the developmental age and needs of individuals across the lifespan
- Identify tasks that are appropriate for individuals to ensure a safe environment
- Describe safe and appropriate methods for the application of safety reminder devices when caring for patients
- How PCT can promote a restraint-free environment
- Discuss safety concerns in the healthcare environment

- **DHO Ch. 16:4 Measuring and Recording Respirations**

- **DHO Ch. 16:7 Measuring and Recording Blood Pressure**

- **DHO Ch. 22:3 Bedmaking**

- **DHO Ch. 22:4 Administering Personal Hygiene**

- **PCT Ch. 19 Assisting with Grooming**

- Personal hygiene practices
- Procedures for shaving, hair care, and nail care
- Safety precautions when shaving
- Procedures for dressing patient
- Explain how to change the gown of a patient with an intravenous line

- **PCT Ch. 22 Assisting with Urinary Elimination**

- Use of bedpan, the urinal, and the bedside commode
- Different types of urinary catheters
- Purpose of catheter
- Catheterization of male and female patients
 - (out of scope will focus on removal and safety)
- Management of patient with indwelling Foley catheter

- **PCT Ch. 23 Assisting with Bowel Elimination**

- Identify procedures for promoting bowel elimination
- Discuss factors that can interfere with bowel elimination

- Discuss care necessary to maintain an ostomy
- Identify the potential complications of an ostomy
Catheter Removal/Colostomy Care Skills Lab Intro

- **PCT Ch. 29 Care of Wounds and Pressure Ulcers**

- Discuss the body's response during each stage of wound healing
- Identify common complications of wound healing
- Discuss factors that impair wound healing and the interventions for each type of wound
- Identify interventions for the prevention and treatment of pressure ulcers

- **DHO Ch. 22:12 Applying Restraints**

Restraint Skills Lab

- **PCT Ch. 30 Rehabilitative and Restorative Care**

- Discuss goals of rehabilitation therapies and restorative care
- Discuss the role of the PCT in the specialized practice of rehabilitation

- **DHO Ch. 22:16 Giving Postmortem Care**

Peripheral IV Removal Skills Lab

****NHA Module 1 Exam****

Students should have a minimum of 9-12 hours of hospital clinical at this point

****CHECK-OFF: CATHETER + PERIPHERAL IV REMOVAL****

NHA Module 2: Compliance, Safety, and Professional Responsibility

- **PCT Ch. 3 Professionalism and Work Ethics**

- Explain the reasons why professionalism is important in the medical field
- Discuss characteristics of professionalism
- Explain why confidentiality is so important in the medical field
- Hazards of using social media
- Importance of PCT's attitude in caring for patients

- **PCT Ch. 4 Communicating with the Health Care Team**

- Discuss verbal and nonverbal communication
- Discuss potential barriers to communication

- Recognize trust as the foundation for all effective communication
- Describe the EHR and PHR
- SBAR
- Computerized documentation
- **PCT Ch. 5 Understanding the Patient as a Person**
 - Describe how culture affects the individual
 - Explain how personal culture beliefs and practices affect patient relationships
 - Identify cultural variables that potentially influence health behaviors
- **PCT Ch. 6 Patient Rights, Ethics, and Laws**
 - Summarize the structure and function of the legal system
 - Discuss the legal relationship that exists between the PCT and the patient
 - Explain the importance of maintaining standards of care
 - Discuss federal regulations of the Health Insurance Portability and Accountability Act of 1996 (HIPAA)
 - Explain advanced directives
 - Distinguish difference between ethical and unethical behavior
- **PCT Ch. 10 Workplace Safety and Body Mechanics**
 - Discuss safety concerns in a healthcare environment
 - List steps to be followed in the event of a fire
 - Discuss terrorism and how it relates to workplace safety
 - Discuss fire safety issues in a healthcare environment
 - Discuss critical elements of an emergency plan for response to a natural disaster or other emergency
 - Identify principles of body mechanics and ergonomics
 - Explain rationale for use of appropriate body mechanics
- **DHO Ch. 14:1 Using Body Mechanics**
- **DHO Ch. 14.2 Preventing Accidents and Injuries**
- **DHO Ch. 14:3 Observing Fire Safety**
 - PASS, RACE
- **DHO Ch. 14 Safety Examination**

NHA Module 3: Infection Control

- **PCT Ch. 9 Infection Control**
- **PCT Ch. 27 Care of the Surgical Patient**
 - Introduce Sterile Technique
- **DHO Ch. 15:1-9**
 - **OMIT:** 15:5-7
 - Use NHA Test Plan to ensure you cover all objectives under Infection Control/M3

****PPE Skills Lab****

match correct PPE to disease scenario, don and doff correctly

*****Begin Clinicals*****

NHA Module 4: Phlebotomy

PCT Ch. 25-26

- Phlebotomy basics
- Punctures (dermal/venipuncture)
- Non blood specimens
- Adverse reactions
- Handling and transport/chain of custody
- Quality control
- Errors

*****Module 4 exam*****

NHA Module 5: EKG

PCT Ch. 16

- Basic anatomy and physiology of the heart
- EKG acquisition
- Patient prep
- Electrode and lead placement and attachment
- Adverse effects
- Artifacts
- Hearts rhythms, intervals and waveforms, dysrhythmias

- Ischemia, injury and infarction

*****Module 5 exam*****